



REQUEST FOR QUOTATION

Quotations will be received until 3:00 P.M., MST, September 14, 2006
RFQ NO.: VSQ07-070

ARIZONA DEPARTMENT
OF VETERANS' SERVICES
4141 N. 3RD STREET
PHOENIX, AZ 85012
PHONE (602) 263-1847

SOLICITATION NUMBER: VSQ07-070

SOLICITATION DUE DATE/TIME: Tuesday, September 19, 2006 at 3:00 P.M. Mountain Standard Time

SITE WALK-THRU: Friday, September 8, 2006, at 10:00 A.M. Mountain Standard time by appointment with Martin Vigil at (928)-779-4166. For additional information see page eight (8) for instructions.

CONTRACT DELIVERY: Upon Award

DESCRIPTION OF PROCUREMENT: Janitorial Services

SOLICITATION SUBMITAL: OFFERS MAY BE SUBMITTED BY FACIMILE TO 602-297-6683 OR DELIVERED TO THE FOLLOWING ADDRESS.

Arizona Department of Veterans' Services
Arizona State Veteran Home

4141 North 3rd Street

Phoenix, Arizona 85012

In accordance with A.R.S. §41-2535, A.A.C.R2-7-336. Quotations for the materials or service specified will be received by the Arizona Department of Veterans' Service Procurement Office at the above specified location until the time and date cited above.

Quotations must be in the actual possession of the Arizona Department of Veterans' Services Procurement Office on or prior to the time and date, and at the submittal location indicated above. **Late Quotations will not be considered.**

Although it is recommended that Quotations be return via facsimile, quotations may also be completed in ink or typewritten and delivered to that above address.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

Procurement Officer
Tammy Vogel

Solicitation Contact Person:
Mary Bolitho

Telephone Number:

(602)-263-1828

Telephone Number:

(602) 263-1847

August 28, 2006

e-mail mbolitho@azdvs.gov



INSTRUCTIONS FOR QUOTATIONS

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- 1 **UNIFORM INSTRUCTIONS TO OFFERORS AND UNIFORM TERMS AND CONDITIONS:** The State of Arizona's Uniform Terms and Conditions and Instructions to Offerors are hereby incorporated by reference. It is the offeror's responsibility to obtain the current revision of these documents. These documents may be accessed through Enterprise Procurement Services (EPS) at <http://www.azeps.gov> or (602) 542-5511 and by calling the Arizona Department of Veterans' Services (602) 263-1847.
- 2 **SUBMISSION:** Quotations shall be signed by the offeror where applicable and delivered as designated no later than the date and time on the first page of the document.
- 3 **SITE WALK-THRU:** A Site Walk-Thru will be scheduled for September 8, 2006 at 10:00 a.m. The Contractor will be taken on a tour of the facilities. In order to submit a quote attending a walk-thru is required. If the Contractor is unable to attend the walk-thru on the date schedule, contact Mary Bolitho at (602) 263-1847 to re-schedule. The Contractor will be given the opportunity to carefully examine the entire site of the task and to make all necessary equipment and scheduling arrangements to complete all of the work in accordance with the specifications attached hereto.
- 4 **OPENING:** This is an informal quotation, which will not be read at a public opening; however, the information may be publicly reviewed after an award.
- 5 **BID REJECTION:** The State reserves the right to reject any, or all bids, combinations of items, or lot, and to waive defects or informalities.
- 6 **ERASURE:** Erasures, inter-lineation or other modifications must be initialed by the individual signing the Request for Quotation.
- 7 **BRAND NAMES:** Any manufacturer's names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance, which is desired. Any bid that proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give a complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request for Quotation.
- 8 **UNIT PRICE:** In case of error in the extension prices in the Quotation the unit price will govern. No Quotation shall be altered amended or withdrawn after the specific date and time for receiving Quotations. Negligence by the Vendor in preparing the Quotation confers no right for the withdrawal of the quotation after it has been opened.
- 9 **REFERENCES:** Offerors shall list the names and telephone numbers of contact of existing customers using the type of services requested. At least three (3) references must be submitted on the offeror's prior experience questionnaire.
- 10 **EVALUATION (RFO/FOD):** In accordance with the Arizona Procurement Code 41-2535, procurements not exceeding an aggregate amount of fifty thousand dollars (\$50,000), awards shall be made to the responsible bidder submitting the quotation that is most advantageous to the state and conforms to the solicitation.
- 11 **DISCOUNTS:** Payment discount periods will be computed from the date of receipt of material./service or correct invoice, whichever is later, to the date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on the full amount of the invoice. Payment discount of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the Buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.
- 12 **FEDERAL IMMIGRATION LAWS, COMPLIANCE BY STATE CONTRACTORS:** By signing the Offer the Offeror warrants that it and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The offer shall



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obtain statements from all proposed subcontractors certifying compliance with this requirement and shall furnish the statements to the Procurement Officer upon request.

- 13 **SOLICITATION AMENDMENTS:** The Fax-On-Demand system is unable to determine which potential offerors will be submitting a quotation; therefore, prior to offerors submitting their quotations, the offeror may contact the Contract Officer, identified on page 1 of this solicitation document, to determine if there are any amendments.
- 14 **REASON FOR CANCELLATION:** Failure to provide materials, supplies or instruments in accordance with specifications or failure to meet the stated delivery commitment shall be cause to IMMEDIATE cancellation of the contract.
- 15 **VENDOR REGISTRATION:** Prior to issuance of a Purchase Order and subsequent payment, the contractor shall have a completed Substitute W-9 Form on file with the Financial Services Division. No payment shall be made until the forms are on file. The Substitute W-9 Form may be accessed through ADOA General Accounting website www.gao.state.az.us/vendor/.
- 16 **ARIZONA PROCUREMENT CODE:** The Arizona Procurement Code (A.R.S. Title 41), Chapter 23 is available at most public libraries. A.C.C. R. Title 2 Chapter 7 may be purchased from the Arizona Secretary of State; and both are available for review at the ADVS Purchasing Office.
- 17 **QUESTIONS:** Questions concerning this solicitation may be directed to Mary Bolitho at 602-263-1847.

NOTE: Small Business Preference: This procurement shall allow for a preference to award this Request for Quotation to a small business as practicable. The State of Arizona small business criteria is a business having less than 100 employees OR annual gross revenue of less than \$4 million dollars during the last fiscal year and not having dominance of the market for the requested items. Vendors are self-certifying by providing a statement that they meet the above criteria for a small business.

SMALL BUSINESS: (Please check and initial)

YES _____ NO _____ Initial _____



SPECIAL TERMS AND CONDITIONS

**ARIZONA DEPARTMENT
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PURPOSE: Pursuant to provisions of the Arizona Procurement Code, ARS 41-2501 et seq., the State of Arizona, Department of Veterans' Services, Arizona State Veteran Home, located at 4141 North 3rd Street, Phoenix, AZ 85012 intends to establish a contract for the material or services listed herein in this solicitation.

BID OPENING: Bids shall be opened on the date and time, and at the place designated on the cover page of this document, unless amended in writing by the state agency issuing the solicitation. The name of each offeror and the prices of the individual line items for each respondent shall be read at this time. Bids, modifications and all other information received in response to the Request For Quotation shall be shown only to authorized state personnel having a legitimate interest in the evaluation. After a contract award, the Request for Quotations and evaluation documentation shall be open for public inspection.

EVALUATION: In accordance with the Arizona Procurement Code 41-2535, procurements not exceeding an aggregate amount of fifty thousand dollars (\$50,000), awards shall be made to the responsible bidder submitting the quotation that is most advantageous to the state and conforms to the solicitation.

OFFER AND ACCEPTANCE: In order to allow for an adequate evaluation, the state requires a quotation in response to this solicitation to be valid and irrevocable for one hundred twenty (120) days after the opening time and date.

SUSPENSION OR DEBARMENT CERTIFICATION: By signing the offer section of the Offer and Acceptance page, SPO form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The state also may exercise any other remedy available by law.

SUSPENSION OR DEBARMENT STATUS: If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, the bidder or offeror must include a letter with its bid offer setting forth the name and address of the government unit, the effective date of the suspension or debarment, the duration of the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. The state also may exercise any other remedy available by law.

AUTHORITY TO CONTRACT: This contract activity is issued under the authority of the Department of Veterans' Services, Purchasing Officer. No alteration of any portion of the contract, any items or services awarded, or any other agreement that is based upon this contract may be made without express written approval of the Purchasing Officer of the Department of Veterans' Services in the form of an official contract amendment. Any attempt to offer any documents on the part of any ordering agency or any contractor is a violation of the contract and the Arizona Procurement Code. Any such action is subject to the Legal and contractual remedies available to the state inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.

TERM OF CONTRACT (1 YEAR): The term of any resultant contract shall commence on the first day of the month following the date of award and shall continue for a period of one (1) year thereafter unless terminated, cancelled or extended as otherwise provided herein.

CONTRACT CANCELLATION (10) DAY: The state reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any material obligation, term or condition of the contract. The state shall issue written notice to the contractor for acting or failing to act as in any of the following:



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- A. The contractor provides material that does not meet the specifications of the contract;
- B. The contractor fails to adequately perform the services set forth in the specifications of the contract;
- C. The contractor fails to complete the work required or furnish the materials required within the time stipulated by the contract;
- D. The contractor fails to make progress in the performance of the contract and/or gives the state reason to believe that the contractor will not or cannot perform to the requirements of the contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the state. Failure on the part of the contractor to adequately address all issues of concern may result in the state resorting to any single or combinations of the following remedies.

- A. Cancel any contract;
- B. Reserve all rights or claims to damage for breach of any covenant of the contract;
- C. Perform any test or analysis on materials for compliance with the specifications of the contract. If the result of any test confirms a material no-compliance with specifications, any reasonable expense of testing shall be borne by the contractor;
- D. In case of default, the state reserves the right to purchase materials, or to complete the required work in accordance with the Arizona Procurement Code. The State may recover reasonable excess costs from the contractor by;
 - 1. Deduction from an unpaid balance;
 - 2. Collection against the bid and/or performance bond; or
 - 3. Any combination of the above or any other remedies as provided by law.

CONTRACT TERMINATION: Any contract entered into as a result of this solicitation is for the convenience of the State and as such, may be terminated without default by the State by providing a written thirty (30) day notice of termination.

INDEPENDENT CONTRACTOR: The Contractor shall represent himself as an independent contractor and shall not represent himself as an employee of the State. The contractor shall be responsible for all taxes, FICA, employee fringe benefits, workers compensation, and employee insurances.

SUBCONTRACTORS: It is essential that the contractor provide an adequate subcontractor, capable of and devoted to the successful accomplishment of work to be performed under this contract. The contractor must assign specific individuals to the key positions. Once assigned to work under the contract, subcontractors shall not be removed or replaced without the prior written approval of the issuing agency and a copy to purchasing office of record. The contractor shall provide a list of subcontractors that will be utilized to perform services under the resultant contractor.

PROTECTION OF FACILITIES AND GROUNDS: The contractor shall provide the service contained herein in such a manner that does not result in damage to State and eligible using agency facilities, grounds, landscaping, utilities, or structures. In the event that damage does occur during the performance of this contract, the contractor shall repair or replace the damage at no cost to ADVS.

WORKMANSHIP: The contractor agrees that all work shall be done by skilled and experienced technicians and shall be done in a first-class workman like manner in accordance with the equipment manufacturers recommended procedures.



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SITE CLEAN UP: The contractor shall be responsible for the removal of all materials, debris and residue resulting from performance of the service. All work areas shall be maintained in a clean and orderly manner throughout each work day.

ADDITIONAL WORK: ADVS may authorize the Contractor to perform additional work when such work is required. Any change in the contract including the Scope of Work described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the Contractor and Arizona Department of Veterans' Services. All additional work shall commence on the specified date established and the Contractor shall proceed diligently to complete work within the time allotted.

INSURANCE:

- A. Without limiting any liabilities or any other obligation of the Contractor, the Contractor shall purchase and maintain, in a company or companies lawfully authorized to do business in the State of Arizona, and rated at least "A VII" in the current A.M. Best's, the minimum insurance coverage below:
1. Commercial General Liability, with minimum limits of \$1,000,000.00 per occurrence, and an unimpaired product and completed operations aggregate limit and general aggregate minimum limit of \$2,000,000.00. Coverage shall be at least as broad as the Insurance Service Office, Inc. Form CG00010196, issued on an Occurrence basis, and endorsed to add the State of Arizona as an Additional Insured with reference to this contract. The policy shall include coverage for:
 - Bodily Injury;
 - Broad Form Property Damage (including completed operations);
 - Personal Injury;
 - Blanket Contractual Liability;
 - Products and Completed Operations; and this contract shall extend for one year past acceptance, cancellation or termination of the service or work defined in this contract; and
 - Fire Legal Liability.
- B. Business Automobile Liability, with minimum of \$1,000,000.00 per occurrence combined single limit, with Insurance Service Office, Inc. Declarations to include Symbol One (Any Auto) applicable to claims arising from bodily injury, death or property damage arising out of the ownership maintenance or use of any auto. The policy shall be endorsed to add the State of Arizona as an Additional Insured with reference to this contract.
- C. Worker's Compensation (Coverage A): Statutory Arizona benefits;
- Employer's Liability (Coverage B): \$500,00.00 each accident;
\$500,00.00 each employee/disease;
\$1,000,000.00 policy limit/disease.
- Policy shall include endorsement for all State coverage for state of hire.
- D. Professional Liability Insurance with minimum limits of \$1,000,000.00 Each Claim (or Each Wrongful Act) with a Retroactive Liability Date (if applicable to Claims-Made coverage) the same as the effective date of this contract. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work or



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Specifications of this contract and, at the discretion of the State of Arizona, shall include one of the following types of Professional Liability policies:

- Directors and Officers;
- Errors and Omissions;
- Medical Malpractice;
- Druggists Professional;
- Architects/Engineers Professional;
- Lawyers Professional;
- Teachers Professional;
- Accountants Professional;
- Social Workers Professional.

The State of Arizona shall be named as an Additional Insured as its interests may appear. The policy shall contain an Extended Claim Reporting Provision of not less than one year following termination of the policy.

- E. The State of Arizona reserves the right to request and receive certified copies of all policies and endorsements within ten calendar days of contract signature.
- F. Certificates of Insurance acceptable to the State of Arizona shall be issued and delivered prior to the commencement of the work defined in this contract, and shall identify this contract and include certified copies of endorsements naming the State of Arizona as Additional Insured for Liability coverage's. The certificates, insurance policies and endorsements required by this paragraph shall contain a provision that coverage's afforded will not be canceled until at least 50 days prior written notice has been given to the State of Arizona. All coverage's, conditions, limits and endorsements shall remain in full force and effects as required in this contract.
- G. Failure on the part of the Contractor to meet these requirements shall constitute a material breach of contract, upon which the State of Arizona may immediately terminate this agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the State of Arizona shall be repaid by the Contractor upon demand, or the State of Arizona may offset the cost of the premiums against any monies due to the contractor. Costs for coverage's broader than those required or for limits in excess of those required shall not be charged to the State of Arizona. Contractor and its insurer(s) providing the required coverage's shall waive their rights of recovery against the State of Arizona, its Departments, Employees and Officers, Agencies, Boards and Commissions.

KEY PERSONNEL: It is essential that the contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. They must be at least 18 years of age, children are not allowed on the premises during contracted service. The contractor must assign specific individuals to the key positions. Once assigned to work under the contract, key personnel shall not be removed or replaced without the prior written approval of the issuing agency and a copy to the Purchasing Office of record.

LICENSES: Contractor shall maintain current all Federal, State and Local licenses and permits for the operation of business conducted by the contractor.

SAFETY STANDARDS: All items supplied on this contract must comply with the current applicable occupational safety and health standards of the State of Arizona Industrial Commission, The National Electric Code, and The National Fire Protection Association Standards.

PRICING: Pricing must be submitted in an all-inclusive basis. The State will not reimburse any item other than the all-inclusive rates contained on the Pricing Schedule.

ESTIMATED USAGE: The contract shall be on an as needed, if needed basis. The State makes no guarantee as to the amount of usage that may be utilized under a resultant contract.



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PAYMENT: THE Contractor shall submit to the Agency a monthly statement of charges for the previous month. The statement shall include a record of time expended and work performed in sufficient detail to justify payment. The Agency shall process the claim for prompt payment in accordance with the standard operating procedures of the State.

AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR: Funds are not presently available for performance under this contract beyond the current fiscal year. The State's obligation for performance of this contract beyond this fiscal year is contingent upon the availability of funds from which payment for contract purposes can be made. No legal liability on the part of the State for any payment may arise for performance under this contract beyond the current fiscal year until funds are made available for performance of this contract.

REMOVAL OF CONTRACTOR'S EMPLOYEES: The contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The Department may require that the contractor remove from the job by these contract employees who endanger person or property or whose continued employment under this contract is inconsistent with the interests of the Department.

CONTRACTOR RESPONSIBILITY: The contractor shall protect his equipment from damage and shall protect State property from damage or loss arising in connection with this contract and shall be liable for any damage, injury or loss caused by his operations or those of his employees.

CONTRACT EXTENSION (48 MONTHS): By mutual written contract amendment, any resultant contract may be extended for twelve (12) month increments for a maximum of four (4) renewal periods at one year increments to equal a total of forty eight (48) months. The contract terms shall not exceed a total of five (5) years from the date of contract award, or 50,000, whichever comes first.

PRICE ADJUSTMENT: (AFTER 1 YEAR) The Arizona Department of Veterans' Services may review a fully documented request for a price increase only after the contract has been in effect for one (1) year. A price increase adjustment shall only be considered at the time of a contract extension and shall be a factor in the extension review process. The Arizona Department of Veterans' Services

FEDERAL IMMIGRATION LAWS, COMPLIANCE BY STATE CONTRACTORS: By entering into the Contract, the Contractor warrants compliance with Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verifications forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at USCIS.GOV.

The State may request verification of compliance for any Contractor or subcontractor performing work under the Contract. Should the state suspect or find that the Contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies

allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

OFFSHORE PERFORMANCE OF WORK PROHIBITED: Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.



SCOPE OF WORK

**ARIZONA DEPARTMENT
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PHONE (602) 263-1847

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NOTICES, CORRESPONDENCE, REPORTS, INVOICES AND PAYMENTS:

- A. Invoices shall be submitted within thirty (30) days of completion of work. The invoices shall be sent to the following address:
- Arizona Department of Veterans' Services
Financial Services Division/Accounts Payable
3839 N. Third Street, Suite 109
Phoenix, AZ 85012
Phone: (602) 234-8400 Fax: (602) 265-3497
- B. Contract Amendments, Correspondence, Purchase Order inquiries shall be sent to the following address:
- Arizona Department of Veterans' Services
Purchasing Office, Mary Bolitho
4141 N. 3rd Street
Phoenix, AZ 85012
Phone: (602) 263-1847 Fax: (602) 222-6687
- C. Invoices shall be paid by ADVS within thirty (30) days following receipt of the invoice. In the case of any dispute regarding part of any invoice, ADVS shall pay the undisputed part according to the payment terms described above.
- E. Notices, Correspondence, Reports and Payments from The Department to the Contractor shall be sent to:
- F. Contractor
Address
Address
City, State, Zip

REQUIREMENTS:

- a. **ADVS may authorize the Contractor to perform additional work when such work is required. Prior to performing any additional work, the contractor shall give a written estimate of labor and materials to ADVS. All additional work shall commence on the specified date established and the Contractor shall proceed diligently to complete work within the time allotted.**
- b. **The Contractor shall provide all labor, tools, equipment, raw materials and transportation to complete services.**
- c. **The Contractor shall be responsible for the removal of all materials, debris and residue resulting from the performance of the service.**
- d. **The Contractor shall provide references on Attachment A, page 15, for three similar sized organizations where services of a similar nature have preformed.**



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THIS IS NOT A PURCHASE ORDER

The Terms and Conditions provided in this documents should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discounts for early payment shall be faxed to the Procurement Technician in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Procurement Technicians name and RFQ number on the outside of the return envelope.

DELIVERY LOCATION: 2705 NORTH FOURTH STREET, SUITE 1048, FLAGSTAFF, AZ 86004

PROCUREMENT TECHNICIAN: Mary Bolitho

	Description of Material or Services
1	Quotation for weekly Janitorial Service at Veterans Service Division, located at: 2705 North Fourth Street, Ste 1048, Flagstaff, Arizona 86004. A division of Arizona Department of Veterans' Services
2	Office Space: 875 Sq. Feet includes three (3) Offices, reception area, and two (2) bathrooms
3	Vacuum all carpeted areas in office space including ledges
4	Empty all trash receptacles in office space and bathrooms and Place new trash liner
5	Clean Bathrooms, sanitize tops & sinks. Windex mirrors, clean and sanitize toilet, sweep and scrub floors
6	Clean windows, window sills, tracks and frames monthly
7	Clean and sanitize microwave and refrigerator inside and out
8	Clean light fixtures, baseboards, mini blinds, doors, air vents and walls monthly
9	Clean and dust office furniture, file cabinets, picture frames, tables, chairs, base Of desks, and phones.
10	Dust and vacuum reception area including furniture. Contractor shall provide Cleaning supplies and equipment necessary to perform listed services
11	Cleaning to be provided twice weekly on Sunday and Wednesday Evening after 5:00P.M.
CLEANING MUST BE SUBMITTED IN AN ALL INCLUSIVE MONTHLY BASIS FOR WEEKLY CLEANING BASED ON FOUR (4) WEEKS IN A MONTH PRICE \$	

Please check as many as applicable:

____ I certify that my company is a Woman-Owned Business Enterprise (WBE).

A WBE is defined as an enterprise where a woman owns at least 51% of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

____ I certify that my company is a Minority-Owned Business Enterprise (MBE).

An MBE is defined as an enterprise where an ethnic minority owns at least 51% of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

____ I certify that my company is a Small Business.

A Small Business is defined as a company having fewer than one hundred (100) employees or less than four million dollars (\$4,000,000) in gross receipts



OFFEROR'S PRIOR EXPERIENCE

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OFFEROR'S PRIOR EXPERIENCE

NOTE: Bidders must submit Prior Experience Questionnaires for at least three (3) similar sized organizations for whom services of a similar nature have been provided.

Prior Services Performed For: _____

Address: _____

City: _____ State: _____ Zip: _____

Person Familiar with Performance: _____

Title: _____ Telephone: _____

Description of Prior Services Performed: _____

Contract Period: From _____ To _____

Summary of Services Performed: _____

NOTE: Additional copies of this form should be made to provide evidence of additional experience.



CERTIFICATE OF INSURANCE

RFQ NO.: VSQ07-070

**ARIZONA DEPARTMENT
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NAME AND ADDRESS OF INSURANCE AGENCY	COMPANY LETTER	COMPANIES AFFORDING COVERAGE
	A	
	B	
NAME AND ADDRESS OF INSURED	C	
	D	

This is to certify that the Policies of Insurance listed below have been issued to the insured named above for the policy period indicated.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIABILITY LIMITS IN THOUSANDS		
						EACH OCCURRENCE	AGGREGATE
	GENERAL LIABILITY	<input type="checkbox"/> CLAIMS MADE FROM RETROACTIVE DATE: _____			BODILY INJURY	\$	\$
	<input checked="" type="checkbox"/> COMPREHENSIVE FORM				PROPERTY DAMAGE	\$	\$
	<input checked="" type="checkbox"/> PREMISES/OPERATIONS				BI & PD COMBINED	\$	\$
	UNDERGROUND EXPLOSION & COLLAPSE HAZARD				PERSONAL INJURY		\$
	<input checked="" type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS						
	<input checked="" type="checkbox"/> CONTRACTUAL						
	INDEPENDENT CONTRACTORS						
	<input checked="" type="checkbox"/> BROAD FORM PROPERTY DAMAGE						
<input checked="" type="checkbox"/> PERSONAL INJURY							
	AUTOMOBILE LIABILITY				BODILY INJURY (PER PERSON)	\$	
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (PER ACCIDENT)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS (PRIV. PASS.)				PROPERTY DAMAGE	\$	
	<input type="checkbox"/> ALL OWNED AUTOS (OTHER THAN PRIV. PASS.)				BI & PD COMBINED	\$	
	<input type="checkbox"/> HIRED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
	<input type="checkbox"/> GARAGE LIABILITY						
	<input type="checkbox"/>						
	EXCESS LIABILITY				BI & PD COMBINED	\$	\$
	<input type="checkbox"/> UMBRELLA FORM						
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM						
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY		
					\$	(EACH ACCIDENT)	
					\$	(DISEASE - POLICY LIMIT)	
					\$	(DISEASE - EACH EMPLOYEE)	
	OTHER						

State of Arizona and the Department named above are added to additional insured's as required by statute, contract, purchase order or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be cancelled or materially changed to affect the coverage available to that State without thirty (30) days written notice to the State. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

NAME AND ADDRESS OF CERTIFICATE HOLDER

DATE ISSUED _____

AUTHORIZED REPRESENTATIVE



OFFER AND CONTRACT AWARD

RFQ NO.: **VSQ07-070**

Submit the original of this form to the State.

ARIZONA DEPARTMENT
OF VETERANS' SERVICES
4141 N. 3RD STREET
PHOENIX, AZ 85012
PHONE (602) 263-1847

OFFER

TO THE STATE OF ARIZONA

The Undersigned hereby offers and agrees to furnish the material, service or construction compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

Arizona Transaction (Sales) Privilege Tax License No: _____

For Clarification of this offer, Contact: _____

Name: _____

Federal Employer Identification _____

Phone: _____

Fax: _____

Company Name _____

Signature of Person Authorized to Sign Officer _____

Address _____

Printed Name _____

City _____

State _____

Zip Code _____

Title _____

CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §§41-1461 through 1465.
3. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to the public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulation required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. Executive Order 2004-09 requires all State of Arizona agencies to track and report solicitations distributed and awarded to Small, Women-Owned and/or Minority-Owned firms. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and employs fewer than 100 employees OR has less than 4 million in annual sales. To qualify as a minority or women-owned business, the firm must be at least 51% minority or woman owned. When practical, purchases/contracts less than \$50,000 will be made from small businesses.
5. **The bidder certifies that the above referenced organization ____ is/ ____ is not a small business with less than 100 employees or has gross revenues of \$4 million or less.**

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, ect., and the Contractor's Offer as accepted by the State

This contract shall henceforth be referred to as Contract No. _____

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed

The Offer is hereby accepted.

State of Arizona

Awarded this _____ day of _____, 2006

Tammy Vogel, Purchasing Officer

**ATTACHMENT****RFQ NO.: VSQ07-070**

Submit the original of this form to the State.

**ARIZONA DEPARTMENT
OF VETERANS' SERVICES
4141 N. 3RD STREET
PHOENIX, AZ 85012
PHONE (602) 263-1847****REQUEST FOR QUOTATION
CHECKLIST**

The information listed below is supplied for the Contractor's convenience. The list identifies sections that must be completed by the Contractor and additional information that is required to be submitted in the proposal package.

The checklist must be returned in the proposal package.

ITEM**PLEASE CHECK
WHEN COMPLETED**

REQUEST FOR QUOTATION

INSTRUCTIONS FOR QOUTATIONS

SPECIAL TERMS AND CONDITIONS

SCOPE OF WORK

OFFERORS PRIOR EXPERIENCE

CERTIFICATE OF INSURANCE

SUBSTITUTE W-9
